



EMPLOYEE HANDBOOK

Goodyear Opening Revision 9/16/24

WELCOME TO THE STILLERY!

Thank you for joining The Stillery! As you will find out, we are dedicated to offering an unparalleled experience to every one of our guests. You are the single most important ingredient in achieving this goal. We hope you will find satisfaction and take pride in your work here. As a member of The Stillery team, you will be expected to contribute your talents and energies to ensuring excellence in all aspects of our guest's experience. The Company plans expansion to other locations and to other concepts and opportunities to grow within the Company.

This Employee Manual may provide answers to most of the questions you may have about company policies and procedures. You are responsible for reading and understanding this Employee Manual in its entirety. If anything is unclear, please discuss the matter with your supervisor or manager. We extend to you our personal best wishes for your success and happiness at The Stillery.

Sincerely,

The Stillery management and ownership

EMPLOYEE MANUAL

This Employee Manual has been prepared to inform you of The Stillery philosophy, employee practices, and policies.

Some Things You Must Understand

- Stillery, ownership & management, as its option may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees,
- Employees shall not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employee shall not accrue eligibility for any benefits, rights or privileges beyond the last day worked.
- No one other than Owners of The Stillery may alter or modify any of the policies in this Employee Manual. Any alterations or modifications of the policies in the Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces any and all other or previous Employee Manuals, or other policies whether written or oral.

Understanding and Acknowledging Receipt of the Republic Employee Handbook

I have received and read a copy of The Stillery Employee Handbook. I understand that the policies and benefits described in it are subject to change at the sole discretion of The Stillery ownership & management at any time.

Equal Employment Opportunity

The Stillery is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

It is the policy of The Stillery to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Stillery will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Stillery will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on The Stillery.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment.

Management is primarily responsible for seeing that the company's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

Time Clock/Tip Reporting

The SpotOn point of sale system will act as the time clock. Each employee will be issued a number and is required to punch in and out at the beginning and end of each shift. Employees are forbidden to work while not punched in. Never clock in or out another employee, your manager will perform clock adjustments in necessary. You must clock in to get paid. Tipped employees will be required to claim their tips in order to punch out.

Payroll

Our pay week is Sunday-Saturday. You will be paid weekly by the following Friday. With that said we will do everything possible to issue checks on Wednesdays. Tipped employees will receive their tips nightly.

WORKPLACE POLICIES

Our goal is to create and maintain a fun, safe, professional and supportive work environment. The following policies will help us all reach our goals.

Guest Accidents and Damage to Guest Property

All guests' accidents MUST be immediately reported to management. Guest accidents include, but are not limited to, falling and or spilling a drink on oneself or another guest. Your first priority is to take care of the guest. Be sure the guest is attended to before reporting the accident to management. Do not discuss any aspect of the accident with anyone except the management. While in the restaurant, always give the guest the right of way: wait until they have passed by before resuming your duties.

Guest Disabilities

Guests with certain type of disabilities may require special accommodations. Try to anticipate special needs and be sure to make the guest feel as comfortable as possible with these accommodations.

Handling Rude Belligerent or Intoxicated Guests

Employees should never have to deal with rude, belligerent or visibly intoxicated guests. Always excuse yourself graciously from such guests and inform the management. While informing the manager, please include a brief description for the situation at hand. Never escalate a situation through your speech, actions or body language.

Working Healthy

Any cuts, burns or abrasions must be covered with a clean bandage and a waterproof covering until healed. According to the health department, employees must wash their hands after any of the following: use of the restroom, coughing, sneezing, touching any part of the body, eating, drinking, smoking, handling soiled china, glass or silverware, handling raw food, or handling garbage. Employees must wear gloves while handling food.

Chewing Gum

Chewing gum is not permitted in the restaurant. Please use mints instead.

Equipment

Employees are prohibited from changing the lighting, music programs and changing temperatures on the thermostat unless they have had specific permission from a manager.

Employee Discounts

All employees are entitled to 50% off regular priced food items for themselves as well as a guest. This discount will not be given if you are not dining with the guest. This may not be combined with any other offer or discount. If you would like to bring in a larger group, such as family, we will offer 25% off food items. There is no discount on alcoholic beverages.

Employee Meals During Shifts

We recommend that employees try to use their employee discount to eat before or after their shift. If you need to take a break during your shift to eat you must do so at appropriate times and with a manager approval. NEVER eat while serving guests! Also, food and drink items must be rung in advance and food items rung up at least thirty minutes before the kitchen closes.

Company and Department Meetings

Pre-shift meeting:

At the start of each shift, the staff may gather to discuss the daily specials and other relevant information.

Post-shift meeting;

A short “debriefing” may also follow each shift: the employee and management may discuss the employee’s performance for that shift. Employees are encouraged to offer feedback and suggestions on improving individual and overall restaurant performance.

Staff Meetings;

Management at their discretion will schedule periodic mandatory staff meetings.

Staff entrance:

All employees are expected to enter the restaurant in full uniform. If you need to change into your uniform on site, you are expected to arrive in advance with your uniform neatly folded or hung and change in the restroom.

Leaving Restaurant

Please notify management or a neighboring employee when you need to leave the floor. If you have to leave the floor for any reason make sure that someone is 'covering your section.'

Drinking

Staff members are not permitted to purchase or drink any alcoholic beverage while on the clock. Employees may consume alcohol while dining with us. Employees may not be wearing any part of the uniform. All drinks must be paid for, no 'shift drinks.' You may NEVER become intoxicated on premise. Guests may not purchase alcohol for employees. You may not consume alcoholic beverage while in uniform.

Permitted drinks are complementary soft drinks, brewed tea, coffee, or tap water. Space is limited and most areas are visible by guests. Always use the "Make it, Drink it, Rack it" policy. Only cooks are allowed to keep drinks on hand and they must be in an approved cup with a lid and a straw.

DRUG-FREE WORKPLACE POLICY

The Stillery is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of standards as stated in your Employee Manual. The Stillery has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on site and/or client sites or as a part of our establishment's activities. The Stillery will impose disciplinary sanctions on employees up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be evaluated on a case-by-case basis.

It is the goal of The Stillery is to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, the company has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his supervisor of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction, management shall take appropriate personnel action against the employee, up to and including termination.
5. The Stillery reserves the right to search and inspect for the maintenance of a safe workplace.

Teamwork

Working as a team is very important to us. Even though you may be hired as a specific position you will be required to perform tasks outside of that job description. Employees may be cross-trained in multiple positions in the restaurant. The mindset of “it’s not my job” will not be tolerated.

Attitudes/Respect

Employees are expected to maintain a high level of professionalism, especially while in the presence of guests. Avoid conversations not related to work/the tasks at hand. Do not talk about guests/other employees/tips/cursing/etc. in the presence of guests.

FOH Uniforms: Servers/Bartenders/Food Runners/Hosts

Tasteful, non-tattered pants or shorts, black shoes (whites toed converse type shoes are OK) or boots, provided shirt, provided apron. There will be no modifying of uniforms. If you are a ‘cold’ person please wear additional layers under your uniform. Hats are permitted assuming they relate to the business at hand. Jewelry is permitted, but may not be excessive.

BOH Uniforms: Cooks/dishwashers

Chef pants, black pants, or jeans, slip resistant shoes. We will provide logoed T-shirts, as well as kitchen aprons. Employees will provide their own profanity free hat.

All back of the house staff that handles food is required by Maricopa County to complete a Food Handler’s Certification course by an ANSI Accredited provider within your first two weeks of employment. Upon hiring or completion a copy of this certification “card” must be provided to management and kept on file. See Maricopa.gov for more information.

Smoking Policy

No smoking will be allowed without permission from a manager. Be prepared to work your shift without smoking. While in uniform smoking will only be permitted in the designated smoking area. Remember to dispose of cigarette butts properly. No smoking will be allowed during the ‘rush.’ Assume this is 11-2 and 5-9. Vaping is not allowed inside the building.

Address and contact info

Address: 1971 N Globe Dr 3A Goodyear, AZ 85395

Phone number: 480-659-5133

Email: info@stillerygoodyear.com, gm#stilerygoodyear.com

Website: thestillery.com

Personal Property

The Stillery will not be responsible for ant lost or stolen property. Employees are advised to keep their personal property in a safe location.

Phone policy

Cell phone use will not be permitted in the sight of any guests. We just as if you are 'taking a smoke break,' please limit the usage of cell phones while at work. We are allowing some leniency, if it becomes a problem cell phone use will be prohibited. Use of company phones will not be allowed without permission from management. If you have a special circumstance please alert management.

Comps

Comps must be approved/made by an owner, manager, or lead.

"I know the owner"

You will have guests come to the restaurant playing the "I know _____ card."

A specific card will be issued to "friends" of the restaurant that specifies what kind of a discount or comp they will receive if a note is not already on a reservation.

Underage Admittance/ Alcohol Service

We have a zero-tolerance policy for serving minors, you will be terminated immediately and local law enforcement will be notified. Regular 'stings' may be performed by law enforcement. If you are concerned that a guest is under 21 do not hesitate to ID them a second time. Even if a 'door person' allowed an underage patron into the restaurant and you serve them, YOU are legally responsible. If you serve one of these minors you will be arrested and the restaurant will receive a fine.

Remember: Over serving an individual or serving a minor can result in a fine and/or jail time for YOU, the employee.

Our policy is to 'card' anybody ordering alcoholic beverages. If you have any reason to question the validity of an ID have a manager verify and log it.

If a guest appears intoxicated do not serve them, if there is a problem seek the manager for help.

**Employees under the age of 18 years old are prohibited from handling alcohol.*

Signing of Invoices/Receiving Freight Deliveries

Only management or the Person in Charge is permitted to sign invoices. Management must inspect 'freight' deliveries before accepting/signing anything. Once you sign the paper you accepted the delivery in whatever condition it is in.

Labeling

All items that are placed into a cooler must be labeled immediately.

The label should state what the item is, the date it was made through 6 days out, and the name of the person who made it. **EXAMPLE: "Beans 2/11-2/17 Mike"**

Wasted Food

Any food that is thrown out regardless of reason must be documented on the waste sheet.

Harassment Policy

The Stillery intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort-verbal, physical, visual-will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail joke, texts or statements, pranks, intimidation, physical assaults or contact or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles or harassing or offensive nature, and taking retaliatory action against an employee for discussing or making harassment complaint.

Responsibility

All Stillery employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

While The Stillery encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential: however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. The Stillery will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

The Stillery accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. The Stillery may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

What is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made term or condition of employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men. Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee. Generally, two categories of sexual harassment exist. The first, "quid pro quo" may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee.

This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against The Stillery's policy to download inappropriate pictures or materials from computer systems.

The Stillery prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

The Stillery management will investigate any complain of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Standard of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to The Stillery and to your fellow employees to adhere to certain rules or behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rules, or any of the unacceptable activities listed below, please see your supervisor or manager for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment: either you or The Stillery management may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any company rule: any action that is detrimental to The Stillery's efforts to operate profitably.
2. Violation of security or safety rules or failure to observe safety rules or the company's safety practices, tampering with equipment or safety equipment.
3. Negligence or any careless action that endangers the life or safety of another person.
4. Forming intimate relationships with customers or management if you directly report to them.
5. Being intoxicated or under the influence of a controlled substance while at work: use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
6. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
7. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing the company, fighting, or provoking a fight on company property, or negligent damage of property.
8. Insubordination or refusing to obey procedures properly issued by your manager pertaining to your work: refusal to help out on a special assignment.
9. Threatening, intimidating or coercing fellow employees on or off that premises at any time, for any purpose.
10. Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
11. Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any company property including any food, alcoholic and/or non-alcoholic beverages and also documents from the premises without prior permission from management: unauthorized use of company equipment or property for personal reasons; using company equipment for profit; any food or beverage that is given to a guest and is not rung up in the computer as either a comp or a sale.
12. Dishonesty: falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other date requested by The Stillery; alterations of company records or other company documents.
13. Violating the non-disclosure agreement: giving confidential or proprietary information to competitors or other organizations
14. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging other to do the same.
15. Immoral conduct or indecency on company property.
16. Conducting a lottery or gambling on company premises.
17. Unsatisfactory or careless work: failure to meet production or quality standards as explained to you by your supervisor.
18. Any act of harassment, sexual racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
19. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; loitering during working hours.
20. Use of cell phones during your shift.
21. Smoking in restricted areas or at non-designated times, as specified by company rules.
22. Creating or contributing to unsanitary conditions
23. Posting, removing or altering notices on any bulletin board on company property without the permission of an officer of The Stillery.

24. Failure to report an absence or late arrival; excessive absence or lateness.
25. Filling your own order or invoicing or ringing up your own order.
26. Buying company merchandise for resale.
27. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly /antagonistic conduct on company premises.
28. Failure to immediately report damage to, or an accident involving company equipment.
29. Soliciting of any kind during working hours and/or in working areas; or at a time or place that interferes with the work of another employee on company premises. Failure to clock in and out; alteration of your weekly hours or records or attendance documents; punching or altering another employee's weekly hours or records, or causing someone to alter your weekly hours or record.

Crisis Suspension

If you commit or are suspected of committing any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of Republic records.
3. Insubordination
4. Breach of Confidentiality Agreement.
5. Threat of or the act of, doing bodily harm to a guest or fellow employee.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics.
8. Alcohol use while on company time.

The provision of this Disciplinary Policy is not a guarantee of its use. The Stillery reserves the right to terminate employment at any time, with or without reason. Additionally, The Stillery reserves the right to prosecute any employee for any of the above infractions.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, The Stillery may be obliged to terminate your employment.

Work Schedule

Schedules will be posted weekly; each employee is responsible for his/her scheduled shifts. You are responsible for keeping track of your own shifts. If you cannot work a shift it is your responsibility to find an equal replacement. Management must approve all shift changes. Special requests must be made in writing and be given at least one week in advance. Please keep in mind that a request is just that, a request. Do not make plans or commitments without first receiving confirmation of the time off. Although we will work hard to accommodate all requests, there may be times when it is not possible to honor such requests. Not all requests will be honored during

holiday periods; requests for time off during holidays will be honored on a first come first served basis or based on number of past requests, at management's discretion.

"On Call" Shifts

When an employee is scheduled for an "on call" shift, he/she must call in one hour prior to the "in" time to find out if the employee will be required to work that shift.

Absence or Lateness

Being on time and in uniform for each scheduled shift is extremely important. Being on time means being in uniform and ready to handle your duties at the moment you are scheduled to work. Each employee's performance directly affects other employees; lateness and absenteeism can have a profound negative effect on the morale and performance of the entire team. Call and let the manager know if you are going to be late. If you are going to miss a shift, you **MUST** call at least two hours prior and **YOU MUST** get your shift covered. Do not have someone else call on your behalf. If at all possible, notify your manager the night before the shift to be missed. If you miss two consecutive shifts, you must provide a doctor's note before being permitted to return to work. Should you **NO SHOW, NO CALL** you will be subject to suspension or termination.

Sick Time

. Eligibility

All full-time, part-time, and temporary employees working in Arizona are eligible to accrue paid sick time in accordance with the Arizona Fair Wages and Healthy Families Act.

2. Accrual of Sick Time

- Employees will accrue paid sick time at a rate of 1 hour for every 30 hours worked.
- The maximum accrual of sick time per year is:
 - 40 hours for businesses with 15 or more employees.
 - 24 hours for businesses with fewer than 15 employees.
- Employees begin accruing sick time on their first day of employment.
- Unused paid sick time can carry over to the next year; however, employees are not entitled to use more than the maximum annual accrual in a given year.

3. Use of Sick Time

- Sick time may be used for the following reasons:
 - Personal illness, injury, or health condition, including medical diagnosis, treatment, or preventive care.
 - Care for a family member with an illness, injury, or health condition, including medical diagnosis, treatment, or preventive care.

- Closure of the employee's workplace due to a public health emergency or care for a child whose school or daycare has been closed for the same reason.
- Absences due to domestic violence, sexual violence, abuse, or stalking, including time taken to seek medical attention, obtain services from a victim services organization, or participate in legal proceedings.

4. Requesting Sick Time

Employees must provide advance notice of their need to use sick time whenever possible. If the need is unforeseeable, employees should inform their supervisor as soon as practicable.

5. Documentation

For absences of 3 consecutive days or more, the company may request reasonable documentation verifying that the sick time was used for a permitted reason.

Documentation can include a note from a healthcare provider, proof of a school closure, or verification related to domestic violence or other protected reasons under the law.

6. Payment for Sick Time

Paid sick time will be compensated at the employee's regular rate of pay. Sick time will not be counted as hours worked for the purpose of overtime calculation.

7. Carryover and Payout

Unused sick time will be carried over into the following year, subject to the maximum usage limits outlined above.

The company is not required to pay out unused sick time upon termination or resignation. However, if an employee is rehired within 9 months, any previously accrued but unused sick time will be reinstated.

8. Anti-Retaliation

The Stillery strictly prohibits retaliation against employees who use or request to use accrued sick time in accordance with this policy and the Arizona Fair Wages and Healthy Families Act.

9. Compliance with Arizona Law

This policy is intended to comply with the Arizona Fair Wages and Healthy Families Act. Should any conflicts arise between this policy and the law, the provisions of the law will govern.

Acknowledgment

I acknowledge that I have received, read, and understand all 14 pages of the The Stillery Employee Handbook dated 09/16/2024.

AT-WILL STATEMENT

The Employee Guidelines and Policies Handbook is the property of our Company, otherwise known as The Stillery. It is intended to help you understand the Company and your roles and responsibilities as an employee. By following the guidelines and policies defined by the organization, you will be ensured consistent practices and fairness in whatever position you take with the company. This packet is strictly confidential and intended for internal purposes only.

This handbook is not intended to constitute a contract of employment between you and the Company. It is not and should not be considered as such a contract. Your employment with the Company is "at will." That means that either you or the Company may terminate the employment relationship at any time, for any or no reason.

No supervisor or manager has any authority to make any representations or statements to you that change or conflict with the at-will status of your employment, or that change or conflict with any of the policies set forth in this handbook. The at-will status of your employment with the Company can be modified only by an expressed written agreement signed by the ownership of the Company.

The Company may, at its sole discretion, alter or amend this guide or portions thereof at any time. While the Company intends to follow the practices set forth in these materials, and other Company publications, certain situations may occur in which the Company will not follow the procedures outlined. In such situations, the Company has and shall continue to have the power to take appropriate action including but not limited to: changing compensation and working conditions, and/or terminating employees with or without cause.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me, for instance; product designs, marketing strategies, recipes, training materials and other related information. I understand that this information is proprietary and critical to the success of The Stillery and must not be given out or used outside of The Stillery's premises or with 'non- Stillery employees. In the event of termination of employment, whether voluntary of involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Employee's Printed Name

Witness Printed Name

Employee's Signature/Date

Witness Signature